



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 7/17/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. MS 104		Date Received NOV 29 1972	Application No. 379	Date Completed DEC 4 1972
3. AGENCY, Division, Subdivision & Administering Office Address State Merit System Personnel Transactions Division 244 Washington St. S.W. Atlanta, Georgia 30334		4. Person to Contact H. W. King		
		5. Working Title Asst. Division Dir.	6. Tel. No. 656-2730	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1969 to date	9. Exact Series Title Applicants Availability File
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10. What is the function of the office in which this record series is created?

These records accumulate as a result of administering a state-wide program of Personnel Administration and are created as a result (but not limited to): (1) Establishing and maintaining the official registers (2) Certification of applicants for appointment (3) Maintain applicants current availability status (4) Audit appointments for compliance with Merit System Rules and Regulations (5) Maintain current employees personnel file (6) Maintain inactive employees personnel file to determine rights and benefits on reappointment or reinstatement (7) Audit departmental payrolls.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

- (1) This file relates to maintaining current information on the name, address, and availability of each applicant.
- (2) Message to applicant forms, with reply.
Letters from applicants.
Letters from agencies.
- (3) Filed in alphabetical order by Fiscal Year

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	7	10.5		2			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
				12			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
				1	.01		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed?
Current information on applicants computer file ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file?
Input to applicants computer file ☒ [X] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

HEW audited in 1968 and recommended that all correspondence concerning applicants availability be retained for the HEW audit period (currently defined as maximum of 5 years).

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 5 year(s):
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Marvin E. Phillips</i>	11/28/72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Marvin E. Phillips</i>	11/28/72
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	11-29-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Had</i>	11-29-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Hill</i>	12-1-72

STATE RECORDS
COMMITTEE